

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
MA031

Somerville Housing Authority's PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Somerville Housing Authority

PHA Number: MA 031

PHA Fiscal Year Beginning: April 2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ www.SHA-web.org

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☒ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)
www.SHA-Web.org

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is:
The goal of the Somerville Housing Authority is to assist low and moderate-income families, elderly and disabled, and help them obtain affordable housing that is safe, decent, and sanitary. And in so doing, to advocate for and serve the needs of our residents and to encourage and assist all those whom can achieve maximum independence to do so.

Through our efforts we will create and expand affordable housing opportunities for the diverse population of Somerville residents.

We will create and encourage resident self-sufficiency and independence.

We will efficiently allocate our resources encouraging innovation while working together as a team.

We will foster respect for residents, co-workers, and community.

During the past year, the Authority has worked towards achieving its established goals identified in our Mission Statement and in our previous submitted Five-Year Plan.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☒ *Other*
The Somerville Housing Authority's strategic goal is to increase the availability of decent, safe, sanitary and affordable housing and expand the supply of assisted housing objectives by:
 - applying for additional rental vouchers if the SHA has determined that existing staff can handle the extra caseload and/or funding is available to support the need of extra staff.
 - continue to explore opportunities to leverage private or other public funds to create additional housing opportunities should development funds become available from to match the funding of available programs.
 - continue to explore the acquisition of properties in the jurisdiction should funds become available.
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
- ☒ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☒ Increase voucher payment standards
 - ☒ Implement voucher homeownership program*:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

- *We will explore the feasibility of implementing the homeownership program

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income publichousing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☒ Other: Review the public housing family development rental income along with development cost to ensure that the rental income and operating subsidies allow the development to meet the SHA's goal to provide decent, safe and sanitary housing to its residents.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
 - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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MA031d	Somerville Housing Authority (SHA) Pet Policy
MA031e	SHA Rent Limit Policy
MA031f	List of Resident Organizations creating RAB
MA031g	Admissions Policy for Deconcentration
MA031h	PHDEP Plan

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other

The goal of the Somerville Housing Authority is to assist low and moderate-income families, elderly and disabled, and help them obtain affordable housing that is safe, decent, and sanitary. And in so doing, to advocate for and serve the needs of our residents and to encourage and assist all those whom can achieve maximum independence to do so.

Through our efforts we will create and expand affordable housing opportunities for the diverse population of Somerville residents.
We will create and encourage resident self-sufficiency and independence.

We will efficiently allocate our resources encouraging innovation while working together as a team.
We will foster respect for residents, co-workers, and community.

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program	Annual Plan: Safety and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

Addressed in Supporting Documentation

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	3,893	5	5	5	5	5	5
Income >30% but <=50% of AMI	2,852	5	5	5	5	5	5
Income >50% but <80% of AMI	1,465	5	5	5	5	5	5
Elderly	3,093	5	5	5	5	5	5
Families with Disabilities	3,080	5	5	5	5	5	5
Race/Ethnicity C	26,572	5	5	5	5	5	5
Race/Ethnicity B	1,334	5	5	5	5	5	5
Race/Ethnicity H	1,472	5	5	5	5	5	5
Race/Ethnicity A	865	5	5	5	5	5	5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☐ Consolidated Plan of the Jurisdiction/s

- Indicate year:
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
- Indicate year:
- ☐ Other housing market study
- Indicate year:
- ☒ Other sources: (list and indicate year of information)
- Somerville Affordable Housing Task Force

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5,844		PH: 15%
Extremely low income <=30% AMI	4,813	82.61	
Very low income (>30% but <=50% AMI)	859	14.74	
Low income (>50% but <80% AMI)	154	2.64	
Families with children	4,094	70.05	
Elderly families	1,750	29.95	
Families with Disabilities	3	.05	
Race/ethnicity W	2,383	40.78	
Race/ethnicity B	1,910	32.68	
Race/ethnicity Am I	56	0.96	
Race/ethnicity H	948	16.22	

Housing Needs of Families on the Waiting List			
Race/ethnicity As P	308	5.27	
Race/ethnicity Other	239	4.09	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,998	33.61	
2 BR	1,768	29.74	
3 BR	1,059	17.82	
4 BR	548	9.22	
5 BR	286	4.81	
5+ BR	285	4.79	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5,928		10%
Extremely low income <=30% AMI	4,971	84.03	
Very low income (>30% but <=50% AMI)	830	14.03	
Low income	115	1.94	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	3,946	66.57	
Elderly families	1,982	33.43	
Families with Disabilities	1,813	30.58	
Race/ethnicity W	2,646	44.64	
Race/ethnicity B	1,802	30.40	
Race/ethnicity H	875	14.76	
Race/ethnicity AI	55	0.93	
Race/Ethnicity Asian	319	5.38	
Race/Ethnicity Other	231	3.90	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3,881	27.04	
2 BR	6,327	44.08	
3 BR	3,462	24.12	
4 BR	595	4.15	
5 BR	76	0.53	
5+ BR	12	0.08	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 13 months July 2000 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available*
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

* contingent upon being penalized by PHAS.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships

- ☐ Adopt rent policies to support and encourage work
☒ Other: (list below)
 - Administer existing wait list.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
☐ Adopt rent policies to support and encourage work
☒ Other: (list below)
 - Administer existing wait list.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
☒ Apply for special-purpose vouchers targeted to the elderly, should they become available (contingent upon being penalized by PHAS).
☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available contingent upon being penalized by PHAS.
☒ Affirmatively market to local non-profit agencies that assist families with disabilities
☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 729,079	
b) Public Housing Capital Fund	922,130	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,737,485	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	103,436	
g) Resident Opportunity and Self-Sufficiency Grants	49,685	
h) Community Development Block Grant	30,050	Public Safety
i) HOME		
Other Federal Grants (list below)		
TOPS	100,000	Resident Training
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comp Grant 99	148,740	
3. Public Housing Dwelling Rental Income	1,314,571	Actual Rents 3/31/00
4. Other income (list below)		
Interest Income	185,485	Operations 3/31/01
Miscellaneous	77,082	Operations 3/31/01
4. Non-federal sources (list below)		
State Subsidy	966,066	
MRVP	8,100	
Total resources	\$13,371,909	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number Within the Top 20)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) Combination Method based upon BR size/# of vacancies/wait list history.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office

- ☐ PHA development site management office
☒ Other (list below)
Mystic Activity Center-Tenant Selection Office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? 1-6
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One Family
☒ Two Elderly
☐ Three or More

b. ☐ Yes ☒ No: Is this policy consistent across all waiting list types?

- Applicable to Federal elderly developments only.

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: Not applicable to family developments.

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

- *We most likely will exceed because our wait list indicates that more than 40% of all applicants have income below 30% of area median income.

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

‘2a Handicapped/Disability Preference

‘2b Single Individual Elderly or Displaced Individual Preference

‘3 Veteran Preference

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- 1 ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

‘2 (a) Handicapped/Disability Preference

‘2 (b) Single Individual Elderly or Displaced Individual Preference

‘3 Veteran Preference

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

- SHA has only one federal family development.

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts

- SHA has only one federal family development.

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)
- Income, Family Composition, citizenship or citizen eligibility.
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
- Resident name, Current Address and any other HUD requirements.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
- ☒ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Voucher holders are granted 180 days at issuance. The Authority shall grant an extension of another 180 days which shall not exceed 365 days. Tolling will occur in case of discrimination complaint or dire medical circumstances, e.g.; hospitalized.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 4 ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)

- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - 1. SHA Transfer. 2. Emergency Applicants 3. Displaced by City of Somerville 5. Disabled/handicapped person.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 4 ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - 1. SHA Transfers. 2. Emergencies 3. Displaced by the City of Somerville
 - 5. Disabled /handicapped person.

1. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below) Somerville Community Access Television local media, minority publications, other social service agencies, other affiliated government agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage > 10%
- ☐ Other (list below)
- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR

☒ Above 110% of FMR (if HUD approved; describe circumstances below) The SHA received a HUD approved exception rent of 177% from May 2001 to September 30, 2001. Prior to this time, the SHA's payment standard was up to 110% of FMR.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

- SHA is a high performer

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	421	15%
Section 8 Vouchers	864	10%
Section 8 Certificates	20	10%
Section 8 Mod Rehab	N/A	10%
Special Purpose Section 8 Certificates/Vouchers		10%
DHAP	150	0%
Mainstream	100	0%
SRO	13	0%
Public Housing Drug Elimination Program (PHDEP)	421	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-

based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐

-or-

☒

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	110,569
4	1410 Administration	90,173
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	40,000
8	1440 Site Acquisition	
9	1450 Site Improvement	20,000
10	1460 Dwelling Structures	611,388
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	35,000
13	1475 Nondwelling Equipment	15,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	922,130

21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	186,388

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
31-1a	AE Fees	1430	10,000
31-1b	Repair-Repel Stucco	1460	10,000
31-1c	Exterior Door Replacement	1460	10,000
31-1d	Hallway Refinishing	1460	10,000
31-1e	Exterior Electrical Receptacles	1460	10,000
31-1f	Canopy Drainage	1460	10,000
31-1g	Misc. Energy Conservation	1460	60,000
31-1h	Boiler Room Replace & Improv.	1460	10,000
31-2a	AE Fees	1430	10,000
31-2b	Trash room Exhaust	1460	5,000
31-2c	Boiler Room Replace & Improvement	1460	50,000
31-2d	Misc. Energy Conservation	1460	20,000
31-3a	AE Fees	1430	10,000
31-3b	Site Improvements	1450	20,000
31-3c	Hallway Lighting Improvements	1460	10,000
31-3d	Boiler Room Replace & Improvement	1460	25,000
31-3e	Misc. Energy Improvement	1460	40,000
31-7a	AE Fees	1430	10,000
31-7b	Replace Front Canopy	1460	25,000
31-7c	Repair & Replace WW Carpet	1460	80,000
31-7d	Common Area Improvement	1460	100,000
31-7e	Replace Elect HW Heater	1460	20,000
31-7f	Misc. Energy Conservation	1460	66,388
HAW a	Routine M&R	1460	10,000
HAW b	Apartment Upgrade	1460	40,000
HAW c	Admin Building Improvement	1470	35,000
HAW d	Upgrades Computers/Equip	1475	15,000

HAW e	Equip for Mod Dept	1408	10,000
HAW f	Board & Staff Training	1408	12,000
HAW g	Energy Conservation Studies	1408	15,000
HAW h	Activity Center Coordinate	1408	25,000
HAW i	Activity Center Coordinator	1408	6,000
HAW j	Resident & Youth Training Activities	1408	40,396
HAW k	GAAP Conversion-ongoing	1408	2,173
HAW l	Mod Dept Salaries & Benefits	1408	90,173
TOTAL			922,130

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
31-1a	9/30/2003	9/30/2004
31-1b	9/30/2003	9/30/2004
31-1c	9/30/2003	9/30/2004
31-1d	9/30/2003	9/30/2004
31-1e	9/30/2003	9/30/2004
31-1f	9/30/2003	9/30/2004
31-1g	9/30/2003	9/30/2004
31-1h	9/30/2003	9/30/2004
31-2a	9/30/2003	9/30/2004
31-2b	9/30/2003	9/30/2004
31-2c	9/30/2003	9/30/2004
31-2d	9/30/2003	9/30/2004
31-3a	9/30/2003	9/30/2003
31-3b	9/30/2003	9/30/2003
31-3c	9/30/2003	9/30/2003
31-3d	9/30/2003	9/30/2003
31-7 a	9/30/2003	9/30/2004
31-7 b	9/30/2003	9/30/2004
31-7c	9/30/2003	9/30/2004
31-7d	9/30/2003	9/30/2004
31-e	9/30/2003	9/30/2004
HAW a	9/30/03	9/30/2004
HAW b	9/30/03	9/30/2004
HAW c	9/30/03	9/30/2004
HAW d	9/30/03	9/30/2004
HAW e	9/30/03	9/30/2004
HAW f	9/30/03	9/30/2004
HAW g	9/30/03	9/30/2004
HAW h	9/30/03	9/30/2004
HAW I	9/30/03	9/30/2004
HAW j	9/30/03	9/30/2004
HAW k	9/30/03	9/30/2004

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one)

<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current

status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Computer Learning Center</i>	<i>291</i>	<i>Open to Public</i>	<i>Mystic Activity Center</i>	<i>SHA Identification</i>
Family Self Sufficiency			Administration Building	SHA Section 8 Residents
Mystic Learning Center		<i>Open to Public</i>		
Welcome Project		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Learning Center		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Bunker Hill Comm College		<i>Open to Public</i>	<i>Mystic Activity Center</i>	
Mystic Health Center		<i>Open to Public</i>	Mystic River	Somerville

			Apartment Community	Residents
Infant Toddler Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Elizabeth Peabody House Day Care		<i>Open to Public</i>	Mystic River Apartment Community	
Children & Youth Activities		<i>Open to Public</i>	Various sites in Somerville	Somerville Residents

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 12/31/00)
Public Housing	N/A	
Section 8	25	22

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

- Mystic View Apartments MA031-0007

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All Family Developments Mystic View 31-01

Mystic River & Clarendon (State Program Chapter 200)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

All Family Developments Mystic View 31-01

Mystic River & Clarendon (State Program Chapter 200)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment

☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐

☒ Provided below:

The Somerville Housing Authority has a resident commissioner, Mary Griffin, who was appointed by the Mayor of local jurisdiction, Somerville, MA. on December 16, 1998 for a five-year term.

3. In what manner did the PHA address those comments? (select all that apply)

☐

Considered comments, but determined that no changes to the PHA Plan were necessary.

☐

The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒

Other: (list below)

- The SHA worked with the RAB(s) in developing the Plan. Some changes were considered and others will be further reviewed during the upcoming year.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)

- ☒ Candidates were nominated by resident and assisted family organizations
- ☒ Candidates could be nominated by any adult recipient of PHA assistance
- ☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☒ Other (list) Any adult resident of SHA public housing programs.

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list) The Somerville Housing Authority has a resident commissioner, who was appointed by the Mayor of local jurisdiction, Somerville, MA. for a five-year term.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Somerville, Massachusetts)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☒ Other: (list below)

The SHA shall make efforts towards communicating public housing needs to the local jurisdiction's Office of Housing and Community Development (OHCD) to include in upcoming Consolidated Plan.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

MA031 a05	Resident Advisory Board Comments
MA 031 b05	Response to RAB Public Housing Program Comments
MA031 c05	Response to RAB Section 8 Program Comments
MA031 d05	Pet Policy
MA031 e05	Rent Limit Policy
MA031 f05	List of resident organization creating RAB
MA031 g05	Admissions Policy for Decncentration
MA031 h05	PHDEP Plan

Cambridge and Somerville Legal Services

432 Columbia Street · Suite 16 · Cambridge, Massachusetts 02141 · Tel (617) 494-1800 · TDD 494-1757 · Fax 494-8222

November 27, 2000

BY FAX: 628-7057

Patrick Morganelli
Somerville Housing Authority
30 Memorial Road
Somerville, MA 02145

RE: Second Annual Plan

Dear Patrick:

As you know we are representing the Mystic Tenant Association (MTA) and, along with the Community Action Agency of Somerville, are assisting SHA Section 8 tenants to participate (as members of the RAB?) in the development of the SHA's second Annual Plan.

At your request, we propose discussion of at least the following substantive issues at our November 29, 2000 meeting and any subsequent meeting as may be necessary:

Public Housing

1. Community Service Requirement (Plan and lease rider)

We hope to provide you with proposed language implementing this requirement prior to (or at) the November 29 meeting.

2. Uses of Comprehensive Grant (now Capital) Funds for tenant empowerment and support services

3. Translation Issues

a. documents including private conference notices, notices to quit, and leases

b. at grievance hearings

c. at inspections

d. at recertification meetings

e. at applicant stage

We recently obtained, but have not yet read, HUD's draft Limited English Proficiency Guidance on how housing authorities and others should implement

the August 2000 executive order and the Department of Justice's regulations. Let us know if you want a copy.

Public Housing - continued

4. Rent Redetermination (Annual Plan and lease rider)

a. for interim income increases, increase in rent should be effective on the first day of the second month (thereby guaranteeing everyone at least 30 days notice of the increased amount)

b. rent increases shall not be retroactive unless the tenant failed to cooperate with the verification process without good cause

c. rent decreases should be effective on the first day of the first month after notification so long as verification is not unduly delayed without good cause (similar to the current Section 8 language)

d. optional exclusions?
earned income of adult children
tuition and other school related expenses
welfare to work exclusion

e. welfare sanctions
any current policy?

what happens when tenant appeals
sanctions?

f. flat rents

We would like some information about SHA tenants with flat rent, including the number of tenants who elected the flat rent, the number of tenants who switched from flat to income based rents during the year, and the reasons for such switches. Also, please provide us with copies of any documents given to tenants and/or maintained by the SHA regarding the rent setting process.

5. Section 3 job requirements

does SHA have any written plan?

if not, discuss timetable for development of plan
MTA monitoring of compliance

Patrick Morganelli
November 27, 2000
page 3

Public Housing - continued

6. Maintenance

- a. entry without advance notice or specific permission
- b. how are maintenance charges set (e.g. screens)
- c. complaint procedure

7. Public Safety

including status of complaint telephone line and
MTA's access to information

Section 8 (based on the SHA's 8/99 Admin. Plan as amended
by approved motions of the Board)

1. Definition of Family on page 6 should be consistent with that on page 14 to include two unrelated disabled persons sharing a household. Possibly both definitions should include other types of "shared" households (eg. two single mothers with children; one Section 8 tenant and one non-Section 8 tenant)

2. Date of Application: Pages 12 and 13 of the SHA's Admin. Plan should be changed so that an applicant whose priority status or bedroom size changes would retain his or her initial application date. See 24 CFR 982.204 (d) (order of admission from waiting list may not be based on family size)

3. ACCESS Program (page 17): The Plan should allow these funds to be used in a more flexible manner, including physical modifications to a unit to enable a disabled person to occupy the unit and a holder's fee to compensate a landlord, where necessary, for any inspection or lease-up delay. The SHA should consider paying more than one month's

rental fee to realtors to provide an incentive to rent to disabled Section 8 tenants.

Section 8 - continued

4. Informal Reviews and Hearings (Pages 34 - 37):

a. When the SHA denies an applicant, or terminates a tenant's participation in the Section 8 program, the SHA must provide a written notice with sufficient details of the facts (and sources of those facts) upon which SHA bases its decision.

b. In the list of disputes for which the SHA does not grant an applicant a hearing (page 34), the SHA includes "(5) residence status or disability status". This should be deleted. See 24 CFR 982.554 (c).

c. Page 36 (requiring family submission of documents in advance of hearing) should be deleted to reflect current practice and to provide participants a fair opportunity to present evidence on their own behalf.

5. Grounds for Denial of Assistance (page 49): Section 9.2 provides that a "family will be denied a ... voucher" for various reasons including "if they vacated an apartment as a previous participant in a federal housing program under circumstances that could have resulted in termination." (emphasis added). First, the "will" should be changed to "may" so as to give the SHA discretion to consider individual circumstances. Second, the regulations only permit denials where tenants are actually evicted for cause and so the ground for "vacated... under circumstances that could have resulted in termination" should be deleted as unauthorized by the regulations. Finally, it should be noted that pages 32 - 34 already provide a long list of grounds for denials and terminations, so perhaps this entire paragraph should be deleted. We have some additional comments on the grounds for termination and denial (pages 32-34) so that they are consistent with the regulations.

6. Voucher Payment standard

We assume that SHA will apply for permission to use 110% of the 50th percentile of median rents as a payment standard (or the maximum payment standard possible).

Patrick Morganelli
November 27, 2000
page 5

Section 8 - continued

7. Total Tenant Payment

The SHA should consider allowing disabled tenants to pay more than 40% TTP where necessary as a reasonable accommodation.

8. Emergency Case Plan (6/9/00)

In addition to our comments relayed to Joe Lally on February 9, 2000 (see annotated copy of Plan), we would like to suggest that SHA add prospectively a priority for tenants who are about to be displaced but could prevent such displacement by using in place a Section 8 subsidy. See page 19 of CHA's plan, a copy of which is attached.

9. Project-based Subsidies

SHA should explore the feasibility of project-basing some of its mobile subsidies.

10. Homeownership (?)

Let us know what if any plans SHA has to develop a homeownership program.

We look forward to meeting with you and SHA staff on Wednesday, November 29, 2000 at 1:00.

Sincerely yours,

Susan Hegel
603-2712

Ellen Shachter
603-2731

Enc.

cc: Mystic Tenant Association
Community Action Agency of Somerville

December 18, 2000

Cambridge and Somerville
Legal Services
432 Columbia Street
Suite 16
Cambridge, MA 02141

RE: Response to RAB 11/27/00

Dear Susan and Ellen:

In response to your letter, dated November 27, 2000, I hope to provide you with the Somerville Housing Authority's position on the substantive issues on "Public Housing" that we discussed in our November 29, 2000 meeting. I have invited the Director of Leased Housing, Joseph Lally, to our next meeting to discuss the Section 8 issues raised in your letter.

Public Housing

1. The Authority is reviewing your proposed language implementing this requirement. Internal discussions and advice from our legal counsel will take place prior to our implementing our own Community Service Requirement Policy.
2. Use of Comprehensive Grant (now Capital) Funds. The Authority believes that the Capitalization Fund process in place satisfies any and all HUD requirements and fairly addresses all SHA residents concerns.
3. Translation Issues. Currently, the Authority has two Creole speaking staff persons and two Spanish-speaking staff persons. The Authority believes that it is able to meet the needs of its Non-English speaking residents who need assistance. The Authority is willing to obtain assistance from other agencies or groups that are willing to provide translation. The Authority also plans to continue to be in compliance with any and all new regulation; e.g.; "Limited English Proficiency Guidance."

4. Rent Redetermination

a. Interim Income Increases

- The Authority has discussed the RAB's request for interim income increases in rent to be effective on the first day of the second month, similar to its State housing program, thereby guaranteeing everyone at least 30 days notice of the increased amount. The Authority shall revise its Interim Income Increases Procedures to allow residents at least a 30 day notice of the increased rent amount.

b. Retroactive Rent Increases

- The Authority believes that its current procedures meet the RAB's request to have rent increases not be retroactive unless the tenant fails to cooperate with the verification process without good cause.

c. Rent decreases

- The Authority believes that its current procedures meet the RAB's recommendation that rent decreases should be effective on the first day of the month after notification so long as verification is not unduly delayed without good cause which is similar to the current Section 8 policy language.

d. Optional Exclusions

- As we discussed in our last RAB meeting, the welfare to work exclusion is excluded. The Authority's staff will enter into discussions later this month on the topics you raised.
- Earned income of adult children. The Authority plans on developing a study of how many adult children living in our federal family development are currently employed and their gross income.

Optional Exclusions (Continued)

- Tuition and other school expenses. A full-time student's income is currently excluded.

e. Welfare Sanctions

- Currently, there is no internal written policy to address welfare sanctions for federal program residents since there are no sanctions. Our understanding is that the welfare to work provision applies to State Housing Programs only.

f. Flat Rents

- Currently there are no families paying above FMR or the SHA's flat rent. Therefore, the SHA shall not increase its current flat rent of 100% of FMR. There are four families who have chosen to the flat rent option. The Authority is currently conducting a study of families who are paying less than the flat rent but more than \$800 for a two bedroom and \$1,000 for three bedroom.

5. Section 3 Clause Plan

- a. Please find enclosed, the draft of Authority's Section 3 Clause Policy, Attachment "A",
- b. HUD monitors the Authority's Capital Fund on an annual basis. Each year, a copy of the audit report is made available to the public.

6. Maintenance

a. Permission to Enter

- The SHA's policy regarding permission to enter is addressed on Attachment "B"

- b. Maintenance Charges
 - A resident is charged for damages made to the Authority's property that are not as a result of normal wear and tear. In response to the example, you requested, the Authority's decision to charge for repairs made to a damaged screen is based upon, the last inspection, the condition of the screen, kind of damage and the screen and apartment location. The Authority's Property Damage Policy, Attachment "C, and current costs list of work items for SHA general items, Attachment "D."
- c. Complaint procedure
 - If a resident disagrees with the amount of charges made to the resident's account, the head of household may submit a written request for a grievance hearing in accordance with the SHA State and Federal Grievance Procedure Policies, as applicable.

7. Public Safety

- a. Status of telephone line. The Authority believes that some members of the RAB, who are also members of the Mystic Tenant Association.

If you have any questions regarding this matter, please do not hesitate to call me at (617) 625-1152.

Sincerely,
SOMERVILLE HOUSING AUTHORITY

Patrick A. Morganelli
Director of Operations

ATTACHMENT "A"

SHA Policy- “Section 3 Clause”

The purpose of this policy is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u section, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

In order to implement this policy, the Somerville Housing Authority (SHA) shall:

- A. Include the attached Section 3 Clause in all HUD funded contracts.
- B. Highlight the requirements of this Section 3 Clause to the Contractor at the Pre-construction Conference.
- C. Obtain from the Contractor a list of employees (trades-people only) as of the date of the Pre-construction Conference.
- D. Obtain copies of all notices from the Contractor sent in accordance with paragraph C of the Section 3 Clause and a list of parties to whom sent and where posted.
- E. Obtain evidence from the Contractor that he has notified his subcontractors of this Section 3 Clause.
- F. Obtain from the Contractor his certification that any positions filled after the Notice of Award and prior to execution of the Contract were not filled to circumvent the Contractor's obligations.
- G. If a Contractor is found to be in non-compliance with these requirements, to impose such penalties as may be warranted after consultation with HUD officials.

ATTACHMENT "B"

Statement of Procedures: Apartment Entry for Contractors

The Authority must provide the head of the household with a written notification of the SHA's agent (contractor) intent to enter an apartment at least forty-eight (48) hours before entering. At no time is a contractor given a master key to apartments. A Tenant Coordinator, a resident from the housing community where the contracted work is being performed, is hired for each contracted project that requires a Contractor to enter apartment homes.

The Tenant Coordinator shall receive the master key from the Somerville Housing Authority's Director of Modernization/ Procurement Officer, which ever is applicable, at the beginning of each work day and return it to the Director of Modernization at the end of each work day. The key shall never be removed from the Authority overnight.

The Tenant Coordinator shall stay with the Contractor during the workday. The Tenant Coordinator shall be responsible to allow access to any apartment that the Contractor needs to enter in order to perform contracted work and ensure that the apartment door is closed and locked. All apartments must be kept locked during lunch breaks or if the Contractor should temporarily leave the apartment.

Statement of Procedures: Apartment Entry for SHA Staff

The Somerville Housing Authority must provide the head of the household with a written notification of the SHA's intent to enter an apartment at least forty-eight (48) hours before entering. SHA may enter the apartment without providing written notification at least forty-eight hours prior to entering in cases of:

- an *emergency* or;
- a *resident has previously provided to the SHA* written permission, signature of the head of household and date are required, to enter to the SHA that allows the SHA to enter the apartment **only** to make repairs to a work order.*

In case of an Emergency: SHA staff ** may enter a resident's apartment without notification during an emergency situation providing that SHA staff immediately provide, left in the apartment, a written notification to the resident of the time, date and the emergency reason for entry. Maintenance staff shall leave a written notification in the apartment for the resident. The notification states the date, time and reason that the Authority's identified staff entered the apartment, Attachment "B-1."

* Copies of the written permission to enter must be kept in the maintenance Department and the Manager's Office.

** Maintenance personnel, Manager, Director of Operations, Public safety and Executive Director.

Attachment "C"

SHA PROPERTY DAMAGES POLICY “4/26/00”

If any resident or guest of a resident damages Somerville Housing Authority property the head of household shall be responsible for repairs or replacement of the property.

The cost of repairs or replacement of the property shall be the actual cost of labor and material.

Material cost shall be determined by the SHA price list. The Procurement Officer shall be responsible to revise the price list as material cost fluctuates. If an item is not listed on the SHA price list the Procurement Officer shall determine the replacement cost of material at purchase.

Labor cost shall be determined by the SHA labor cost list. The labor cost list shall include all SHA maintenance personnel, according to trade, i.e., groundskeeper, mechanic, plumber, electrician, steam fitter, who are directly involved in the repair or replacement of the damaged property. The Director of Finance shall be responsible to revise the labor cost list as labor cost fluctuates.

December 18, 2000

Cambridge and Somerville
Legal Services
432 Columbia Street
Suite 16
Cambridge, MA 02141

RE: Response to RAB 11/27/00 Section 8 Housing Program

Dear Susan and Ellen:

In response to your letter, dated November 27, 2000, I hope to provide you with the Somerville Housing Authority's position on the substantive issues on "Section 8 Housing Program" that we also discussed in our December 8, 2000 meeting.

1. The Somerville Housing Authority will expand its definition of family to include two unrelated disabled adults.
2. The SHA will maintain its current policy requiring an applicant to reapply, if the applicants new status would increase the point total awarded to an applicant. References to bedroom size will be deleted in this section.
3. The SHA believes that your suggestions are worthy of future consideration. Currently, the City of Somerville Rental Incentive Program can make loans to modify units and we will try to utilize this funding source whenever possible.
4. Informal Reviews and Hearings
 - 24 CFR 982.555 requires the SHA to issue a brief statement of reasons for the decision to deny or terminate assistance. The SHA feels that it complies with the regulations at this time.
 - The SHA believes that the regulations are silent on the issue of granting a hearing to applicants regarding applicant residence and applicant disability status. The SHA believes these areas fall under the umbrella of discretionary administrative determinations and may be eliminated from the list of items that may be appealed. However, SHA agrees to hear appeals on participant disabilities when rent or other relevant issues are involved.

- The SHA will retain its right for discovery of applicant and participant documents prior (as granted by 24 CFR 925.555) to at an administrative hearing. All appellants will be notified of this requirement and the policy will be enforced. The SHA may reverse itself prior to a hearing, if the documents can provide adequate information to support a new position by the SHA.
5. The SHA will maintain the language in this section but will eliminate the language could have resulted in termination.
 6. The SHA has applied for a 120% exception to the most recently published FMR for the purpose of establishing a higher payment standard. Furthermore, the SHA has requested HUD permission to use the 50th percentile to set the FMR, currently set at the 40th percentile.
 7. The SHA will continue to observe its current practice required by HUD regulations and will not allow tenant families to pay more than 40% of TTP at initial lease-up.
 8. The SHA will take your suggestion for a new preference in the emergency case plan under advisement.
 9. The SHA will entertain any project-based subsidy proposal in Somerville.
 10. The SHA will revise the Section 8 Administrative plan to include the Home ownership program in the future.

If you have any questions regarding this matter, please do not hesitate to call me at (617) 625-1152.

Sincerely,

SOMERVILLE HOUSING AUTHORITY

Patrick A. Morganelli
Director of Operations

SOMERVILLE HOUSING AUTHORITY PET POLICY AND PROCEDURES

The purpose of the Pet Policy (hereinafter “policy”) is to establish rules and guidelines regulating the keeping of “common household pets” in the Somerville Housing Authority (SHA).

Management must approve of any pet except for caged birds and fish. A service animal which is specially trained to assist an individual with a disability in specific activities of daily living (for example, a dog guiding individuals with impaired vision or alerting individuals with impaired hearing) is not considered a pet for which permission to keep is required. When it is kept in a safe and sanitary manner by an individual with a disability to whom the animal gives necessary assistance in activities of daily living, a service animal shall be considered a pet in computing the number of pets kept.

For this policy an example of a “common household pet” includes domesticated animals such as dogs, cats, birds, hamster, gerbil, fish, or turtles. A monkey or snake is an example of an animal that is not a “common household pet” (hereinafter “pet”).

This policy provides that the SHA will not prohibit an elderly or disabled resident from owning and/or keeping a common household pet in their dwelling unit.

This policy is deemed to be an addendum to the residents lease.

A. Ownership of Pets

Because of the vast number of young children residing in the family developments, and the threat to personal safety and sanitary conditions, dogs will not be permitted in the Mystic or Clarendon developments. Senior buildings will retain their right to keep a small dog in accordance with the provisions of this policy.

1. Each pet kept in a dwelling unit must be licensed and immunized to the extent required by state or local law. The pet must be restrained while in any common area of the development.
2. Cats or dogs that are kept in dwelling units must be spayed or neutered and certified clean by a veterinarian.

B. Number and Size of Pets

1. A resident may only have one (1) pet at a time. However, any resident that owned more than one cat prior to December 15, 1998 will be permitted to keep a maximum of two (2) cats. Cats are the only pets that will be recognized as preexisting under this provision.

2. No pet may exceed 30 pounds in weight. **Animals used to assist the disabled are excluded from this size limitation.**
3. Any pet other than a cat or dog must be kept in a cage when in a dwelling unit. No rodents are allowed unless kept in a cage. Fish and turtle tanks are limited to 20 gallons.

C. Financial Obligation of Pet Care

1. Each pet owner must provide adequate daily care to maintain the pet in good health including immunization.
2. Damage to any property within the dwelling unit or common areas that is the direct result of a pet's behavior is the financial responsibility of the pet owner.
3. If an owner is incapacitated to the extent that they cannot provide daily care for the pet, the owner will arrange to provide for the pet's care, either on a temporary or permanent basis, depending on the individual circumstances.

D. Pet Registration

1. All pet's must be registered (form SHA-PF) annually with the SHA property manager. Registration must include the following:
 - a. for cats and dogs, veterinary certificate of inoculation;
 - b. for cats and dogs, license information about the pet;
 - c. The name of the person who will care for the pet if the owner dies or becomes incapacitated.

The designated pet caretaker and the pet owner must sign the lease addendum for pets (Form) indicating that they have read the Pet Policy and agree to comply with it.

2. SHA may refuse to register a pet if SHA reasonably determines that the pet owner, because of practices, habits, or physical condition, is unable to keep the pet according to the rules, or if the pet temperament is such that the rules will not be followed. SHA will notify the pet owner in writing within ten (10) business days if registration of pet is refused. The notice will state the basis for the refusal.
3. A resident keeping an unregistered pet is violating Policy rules and will be treated according to the rules in section J of this Policy.

E. Pet Deposit

A pet deposit must be paid upon registration of any cat or dog registered after the implementation date of this policy (March 1, 1999). The pet deposit is \$ 50.00 A pet owner unable to pay this deposit in full may request a payment agreement. A down payment of \$10.00 will be required for the payment agreement. The pet deposit is refundable when the dwelling unit is vacated or upon removal of the pet if an inspection of the premises reveals no evidence of pet-

related damage. Pet damage includes, but is not limited to, grounds cleanup, carpet cleaning and/or replacement if stained, carpet deodorizing, and scratching or clawing damage to any surfaces.

F. Pet Restraints

1. Pets must be restrained at all times when not in the dwelling unit.
2. A pet may not roam loose. Each pet **must be attended** when outside the dwelling unit.
3. Tethering of unattended pets is not allowed.
4. Pets are not allowed in any common areas unless entering or exiting the dwelling unit.

G. Disposal of Pet Wastes

1. Each pet owner is responsible for the immediate removal of all pet waste in a sanitary manner. Disposal must be in waterproof containers to avoid leakage and odor and must be in the manner prescribed by the SHA for each development.
2. Pet owners who fail to remove pet waste will be charged a cleanup fee of \$5.00 per occurrence. Repeated failures to remove pet waste and/or pay cleanup fees are grounds for eviction.

H. Pet Behavior

1. Each pet owner is responsible for the behavior of his/her pet and must control behavior such as noisiness to ensure the peaceful enjoyment of the premises.
2. If there are pet-related disturbances or damages, a notice of lease violation will be issued to the pet owner by the management staff. If the pet owner fails to correct the condition or permits its reoccurrence after notification, SHA may terminate the resident's lease for good cause.
3. In an emergency, when it is necessary for the protection of the pet, other residents, resident's guests, or SHA staff, SHA may immediately remove the pet.
4. Dogs may not be left unattended inside a dwelling unit for more than ten (10) hours. All other pets may not be left unattended for more than 24 hours.
5. In the event of an animal bite or attack on another tenant or pet, the pet owner is solely responsible for any costs arising from the incident.
6. All pets must be housebroken.

I. Visiting Pets

The SHA will not allow visiting pets in any dwelling unit for any period of time unless expressly approved in advance by the management staff.

J. Pet Rule Violation Procedures

If the SHA determines that an owner has violated a provision of the Policy, a lease violation will be issued. Failure to correct any identified problems within (10) days, or a repetition of a similar violation occurring within six (6) months, will constitute grounds for eviction. Failure to correct violations of the policy or pay for pet damages will result in removal of the pet and/or termination of the resident's lease.

K. Pet Grievance Panel

A pet grievance committee will be established for the purposes of resolving disputes arising from the SHA pet policy. The pet grievance panel will be comprised of one SHA designee, one resident representative, and a third member agreed upon by these two members. The panel will render written decision based upon majority opinion, based upon material facts, applicable law and regulations.

In cases where appeals are sought, the SHA will directly furnish a list to the tenant concerning information and process necessary to pursue an appeal.

RENT LIMIT POLICY

PREFACE

The Somerville Housing Authority has established standards of rent for its federal housing residents for the period of October 1, 2000 – March 31, 2002 under the Housing reform Act of 1998, Final Rule October 21, 1999.

Subtitle A of the QHWRA Minimum Rent Section 507

In response to HUD 50075, Annual Plan template, expires 03/31/2002, the Authority shall continue its policy of \$0 for a minimum rent and maintain the ceiling rent of the most current Fair Market Rent for the area, as established by HUD.

TENANTS ASSOCIATION

SENIOR BUILDINGS

TRUSTEES, BRADY TOWERS (5/3/99)

252 Medford Street
Somerville, MA 02143

BRYANT MANOR (6/1/99)

75 Myrtle Street
Somerville, MA 02145

TRUSTEES, CAPEN COURT (8/24/00)

Capen Court
Somerville, MA 02144

TRUSTEES, CIAMPA MANOR (3/9/99)

27 College Avenue
Somerville, MA 02144

TRUSTEES, HIGHLAND GARDENS (9/97)

114 Highland Avenue
Somerville, MA 02143

JAMES J. CORBETT APTS. (9/1/97)

32 Jaques Street
Somerville, MA 02145

JAMES J. CORBETT APTS. (2/12/98)

125 Jaques Street
Somerville, MA 02145

PROPERZI MANOR (3/11/99)

13-25 Warren Avenue
Somerville, MA 02143

TRUSTEES, WESTON MANOR (9/21/99)

15 Weston Avenue
Somerville, MA 02144

FAMILY DEVELOPMENTS

CLARENDON HILL (1/5/98)

Alewifbrook Pkwy.,
Somerville, MA 02144

MYSTIC VIEW ASSOC.

530 Mystic Avenue
Somerville, MA 02145

OTHER LOCAL AGENCIES

The Welcome Project
Mystic Tenant Association
Section 8 Board
CAAS
CSLS

**Somerville Housing Authority
Admissions Policy for Deconcentration**

The Somerville Housing Authority (SHA) has not adopted a policy for Deconcentration because it only has one federal family housing development, Mystic View Apartments MA031-1.

The SHA has collected and analyzed the demographics, race, income and family size of its federal family residents.

Also, the SHA has determined that the current wait list will allow the SHA to still be compliant with the new HUD regulation of 40% of the new residents to be below 30% of area median income.

Public Housing Drug Elimination Program Plan

Attachment MA031h05

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 92595.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 1999

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Employment of Public Safety personnel for Housing Authority Police Department.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Mystic View Development	215	702
Highland Ave	42	42
Weston Manor	80	83
Brady Towers	84	91
TOTALS	421	918

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months _____ Other On-going

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	210500.00	MA06DEP0310195	-0-	-0-	31DEC1996
FY 1996	210500.00	MA06DEP0310196	-0-	-0-	31DEC1997
FY 1997	126300.00	MA06DEP0310197	-0-	-0-	31DEC1998
FY1998	126300.00	MA06DEP0310198	-0-	-0-	31DEC1999
FY 1999	92595.00	MA06DEP0310199	92595.00		31DEC2000

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The grant money is used for the employment of Public Safety personnel for Housing Authority Police Department. The Somerville Housing Authority’s Public Safety personnel respond to all 911 calls received by the City of Somerville within the Federal Housing Developments. In addition, SHA Public Safety Officers strictly enforce the no trespassing mandates insured at private conferences and post eviction. Many of these no trespassing mandates are based on the zero tolerance and one strike policy of HUD and SHA. Responding to incidents of assault, robbery, burglary, domestic disturbances, larceny, narcotic distribution and possession, as well as the more minor offenses of public drinking and trespass will assist in the mission of providing safe and decent housing. Implementing a community policing paradigm, SHA Public Safety Department is involved in Housing Authority private conferences, they work hand-in-hand with the Resident Services Coordinator, attend SHA community meetings, offer referrals to social services, and are involved with local youth programs.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2000</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	-0-
9120 – Security Personnel	92595.00
9130 – Employment of Investigators	-0-
9140 – Voluntary Tenant Patrol	-0-
9150 – Physical Improvements	-0-
9160 - Drug Prevention	-0-
9170 - Drug Intervention	-0-
9180 - Drug Treatment	-0-
9190 - Other Program Costs	-0-
	-0-
TOTAL PHDEP FUNDING	92595.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9120 – Security Personnel					Total PHDEP Funding: \$92595.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.Public Safety Personnel			ongoing	ongoing	92595.00	111534.00 Retained payments in Lieu of Taxes and CDBG	Crime statistics & call load
2.							
3.							

9130 – Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9150 – Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9160 – Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9170 – Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9180 – Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

9190 – Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Not Applicable							
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	3/31/01	\$92,595.00	6/30/01	\$92,595.00
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL		\$92595.00		92595.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”